



## PST COVID SAFE PLAN

**Business:** Peter Sadler Transport Pty Ltd (47 005 653 387); PST Services Pty Ltd (93 619 680 607)

**Site Location:** 3 Cyanamid Street, Laverton North 3029

**Contact Person:** Melissa Drewitt- Safety & Compliance Co-Ordinator

**Contact Person Phone:** (03) 9316 1907

**Date Updated:** 10/01/2022

This plan has been updated in line with the Peter Sadler Transport COVID-19 Workplace Policy to protect our staff, visitors, and customers as we navigate Public Health and Wellbeing Act 2008 (Vic) and the current Pandemic Orders in line with the Directions from the Chief Health Officer.

This plan well as prepare for a suspected or confirmed case of COVID19 in the workplace.

Peter Sadler Transport & PST Services operate authorized workers under DHHS guidelines as:

- freight services workers
- transport and logistics drivers and
- services related to property settlement (removalists)

Peter Sadler operates Road Transport (Freight) which is open for Onsite Work with this plan implemented. This COVID Safe plan is in line with Peter Sadler Transport's COVID19 Workplace Policy.

### ***Hygiene and PPE Controls:***

Sanitising Stations are set up and available throughout Depot in areas including:

- Front Reception Area
- Employee Clock in Area
- Drivers Room
- Sales Area

All drivers working from vehicles are supplied with personal hand sanitiser and disposable gloves as required and must always carry in vehicles/on persons.

Bathroom areas in the depot are adequately supplied with soap dispensers, hot water and disposable Paper Towel.

Staff and Visitors are requested to sanitise as often as required using sanitiser pumps within high traffic areas, and most staff have personal sanitising bottles for use.

Drivers also have access to sanitiser should they require to refill bottles to ensure adequate supply while on the road.

Anyone entering the building is required to wear a mask or face covering. This includes visitors, contractors on site staff and on road staff. Disposable masks are provided if a person does not have one. Masks must remain on while moving around the depot.



Drivers and Jockeys are required to wear a face covering while in the vehicles if they are travelling with other team members that are not related to them. Removalists are required to wear masks whenever possible in our customers' homes or moving furniture/goods from storage but may remove them while carrying very heavy items or moving up and down flights of stairs.

All General Cartage Drivers must ensure that they have an adequate face covering if they are making deliveries, or on another site that requires close contact with a warehouse operator.

### ***Cleaning:***

Cleaners are contracted to sanitise and clean offices, bathrooms, and depot areas twice a week on a Wednesday and Saturday.

Peter Sadler Transport have implemented an internal cleaning schedule of high touch areas is completed twice daily (AM and PM) ensuring that areas are sanitised/disinfected and checked for adequate supply of sanitiser, masks, soap and paper towel. Internal Cleaning Checklist can be found in the Human Resources Department Office along with cleaning supplies.

On Road Staff are to disinfect and clean their work vehicle and equipment on a daily basis after their shift including high touch areas such as door handles, grab bars, gear stick, steering wheel, tailgate controls and equipment such as trolleys and dollies.

Adequate supplies of detergent and disinfectant are available for vehicles, and throughout the depot for additional cleaning. Surplus supplies are available for top up as required.

### ***Physical Distancing:***

Distancing measures have been implemented in the depot areas to ensure that persons remain 1.5 meters apart. Onsite staff workstations have been configured to ensure that there is adequate space between workers, and that there is adequate space to adhere to social distancing rules. Enclosed office spaces of 18 square metres accommodate two onsite workers, and an enclosed office space of 28 square metres accommodates four onsite workers. Enclosed office spaces of 4 square meters accommodate one onsite worker.

Driver workstations have been reconfigured to accommodate six on road workers completing paperwork, and there is adequate space in breakaway areas to accommodate return on road staff awaiting to complete their paperwork/shift. Depot maximum capacity based on approximate space is 80 people.

Return on road staff are encouraged to use the side exits of the building, rather than the front entrance. Drivers are required to leave the depot once they have completed their paperwork and signed out. Return on road staff should not be in the building for any longer than 15 minutes.

On road staff start/finish times have been rostered to stagger in 15-minute intervals to ensure that there and no more than 50 employees in the depot at any one time.



Where on road staff cannot physically distance if travelling in a vehicle together, staff are required to wear a face covering. Should PST require three staff on a move, all employees must be fully vaccinated and wear masks while in the vehicle together.

### ***Record Keeping and Screening***

#### *Visitors:*

Peter Sadler Transport requires all visitors to sign in as part of Occupational Health and Safety measures for Emergency Management and Reporting.

Names and contact details are recorded to the cloud-based system VisitUs and email and SMS notifications are sent to the person visiting. Details are easily exported for adequate record of visitors, along with time in and out from the depot.

Visitors are required to declare that they have not been in close contact with a positive COVID person, and not displaying flu like symptom. Visitors are also required to declare if they have been vaccinated. If the visitor fails the declaration, they are asked to leave the premises and contact their contact person.

#### *Onsite Staff:*

Onsite staff are required to clock in and out via the clock in system which adequately tracks employees time in the building. Staff details are recorded with Human Resources and Safety and Compliance, along with emergency contacts.

#### *On road Staff:*

On road Staff are required to clock in and out via the clock in system which adequately tracks employees time on shift. Operations Rosters record a driver's registration/vehicle which they are working from. Run Sheets are recorded to where a driver is to deliver daily, and GPS system ensures that management can track the movements of drivers in their vehicles. Staff details are recorded with Human Resources and Safety and Compliance, along with emergency contacts.

#### *All Staff and Visitors:*

All staff and visitors are required to sign in using the Victorian Government QR Code located at the front of the building, as well as drivers/operators from 3<sup>rd</sup> party logistics delivering to the warehouse. This check-in process is monitored by PST; however, no records are kept by the business. This is a government requirement.

#### *COVID Declarations:*

All on road workers are to declare in their morning prestart that they do not present with flu like symptoms and have not been in close contact with a confirmed positive case of COVID19. All workers understand that if they do feel ill, they are to contact Human Resources or Operations immediately and precautionary measures are actioned.



### *COVID Vaccination Records:*

Under Victorian Government CHO Directions, all employees must be fully vaccinated by 26<sup>th</sup> November 2021. All PST Authorised Worker employees must provide evidence of their vaccinations. Peter Sadler Transport will collect, store, and disclose employee health information on employee's vaccination status- only in relation to COVID-19 vaccine- to our customers and contractors as required. General information, such as employee's name, date of birth and date of full vaccination will be provided. Vaccination Certificates will be stored by Peter Sadler Transport on the employee's personnel file. Our contractor and customers will be notified of the vaccination status of an employee until such time that the CHO directions change.

### *Training and Awareness*

All Workers have completed Safety Alerts on the symptoms and hygiene measures including social distancing and hand washing/sanitizing.

Signs throughout the depot are reminders that the measures are in place.

Signage includes wearing a mask, sanitizing hands, hygiene measures (washing hands, covering coughs and sneezes) and using alternative entrances and exits and signing in via Government QR Codes

On Road workers have a summary of the COVID Safe Plan in their vehicles which reminds them of wearing face coverings, gloves and carrying sanitizer, as well as contacting Operations if they feel ill on the road, and to get tested and stay home if they present ill at home. All staff are added to the SMS system to ensure adequate communications are sent through to every staff member as directions, or situations change.

### *COVID Response Process:*

PST have developed a COVID Tracking Process to assist managers to ensure that the risk is controlled should a worker detect as a positive case. PST also collect all employee's information should they be confirmed as a positive case or a household close contact. Below is PST current COVID Response Process to assist with complying with Government directions on the following page:

## PST COVID RESPONSE PROCESS

If any Employee Identifies that they have been **in contact** with a POSITIVE COVID Case (**as a household contact**) they must immediately advise their Manager/Supervisor and immediately stop work, get tested for COVID and isolate according to health directions (see household contact response)

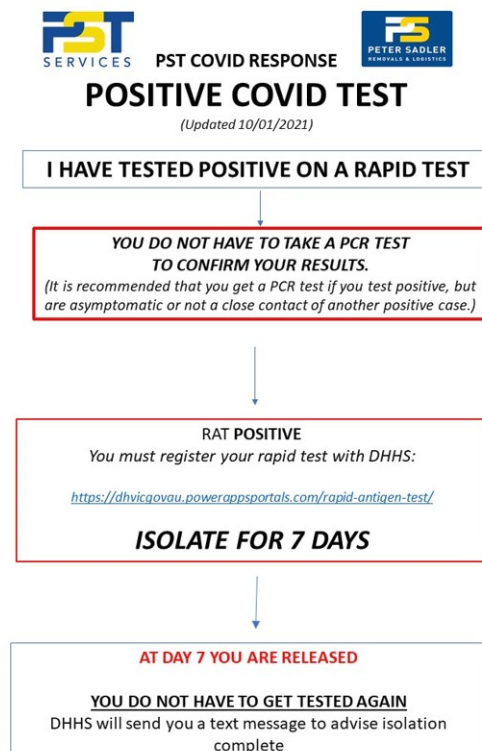
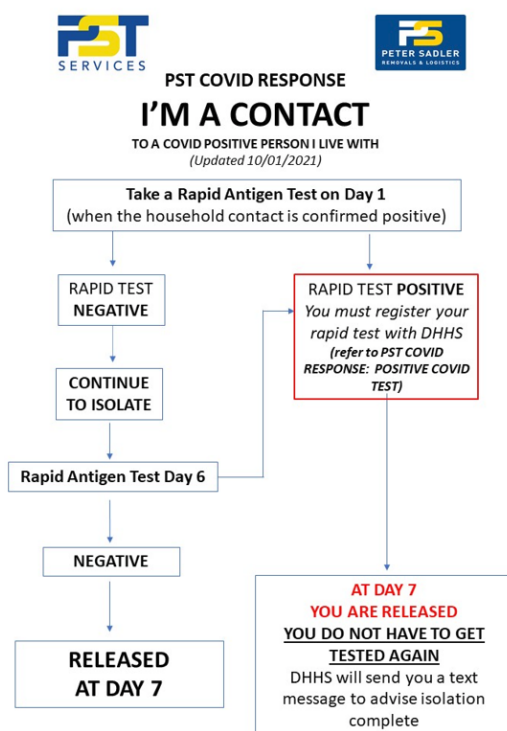
If any Employee tests positive to a Rapid Antigen Test or PCR Test, they must immediately advise their Manager/Supervisor and immediately stop work and isolate for 7 days (see positive case response)

Manager to complete **COVID Reporting and Investigation** with the advice and assistance of the Employee.

Employee must provide the details of their test collection:

*All details are to be recorded according to PST COVID Tracker and kept up to date. All copies of test results are to be recorded in the employee's personnel file.*

- If any Employee displays any symptoms or are feeling unwell, they **MUST** immediately stop work and get tested for COVID. PST will provide a Rapid Antigen Test to employees displaying symptoms at Employees request.
- Employees are not to enter the depot but contact Operations via mobile from the Car Park. A manager will provide the employee with a Rapid Antigen Test and the employee is to test in their vehicle and provide a photo of their test result before staff member continues.



## PST- ON ROAD WORKER COVID SAFE PLAN

### **ON ROAD STAFF MUST FOLLOW THE COVIDSAFE PLAN IN VEHICLES:**

#### **PPE AND HYGEINE**

- **ALWAYS** have access to Hand Sanitiser, gloves and a Face Covering on shift
- If travelling with another worker, both must wear face covering in vehicle.
- Removalists and Jockeys must wear masks at homes unless performing heavy lift tasks or moving up and down stairs
- General Cartage Drivers must wear a face covering while making and receiving deliveries, and while onsite at another location outside of PST depot
- **DO NOT SHARE EQUIPMENT**- including Pens, Trolleys or Dollies

#### **CLEANING**

- Vehicles **MUST** be disinfected **AFTER EACH SHIFT**
  - Door Handles and Grab Bars
  - Tail Gate Controls
  - Steering Wheel, Control Arms and Gear Stick
  - GPS units
  - Curtain Buckles

#### **PHYSICAL DISTANCING**

- ALWAYS remain 1.5 meters distance from others, and wear a face covering when you can
- Where on road staff cannot physically distance if travelling in a vehicle together, employees are required to wear a face covering.
- Should PST require three staff on a move, all employees must be fully vaccinated and wear masks while in the vehicle together.
- On road workers should not be in the depot for any more than 15 minutes at the beginning of a shift, and 15 minutes at the end of the shift

#### **DECLARATION**

- **ENSURE YOU HAVE A VALID WORKERS PERMIT WITH YOU AT ALL TIMES**
- **ENSURE YOU ALWAYS HAVE PROOF OF VACCINATION or EXEMPTION WITH YOU**
- Complete a Driver/Labourer Declaration **DAILY** you must disclose if you have flu like symptoms or if you have been in contact with a close case.

**IF YOU ARE ILL, FEEL ILL, OR IDENTIFIED AS A CLOSE CONTACT, YOU MUST NOTIFY HUMAN RESOURCES AND OPERATIONS IMMEDIATELY.**

**CALL 0423 893 302 AND ADVISE THAT YOU ARE UNWELL**

**DO NOT COME TO WORK IF YOU ARE SICK- GO AND GET TESTED AND STAY HOME!**



# A note for our customers

## COVID-19

*Peter Sadler Removals and Logistics is committed to the Safety and Wellbeing of all of our customers, team members, contractors and their families, and continues our business practices to prevent the spread of COVID-19.*

*As we all navigate these new business practices, we ask that you assist us with ensuring that our removalists can safely complete their jobs. Below are a few points that we request from you, and what our removalists are committed to:*

**Customers, please note the below:**

- When our Move Team arrives, please maintain a social distance
- Once you have advised our Move Team what needs to be done, please remove yourself and others from any area that the team are required to work in.

**Our Moves Team are committed to:**

**Social Distancing:**

- Will maintain social distancing practices as much as possible
- Will ensure that there are only two people in the rear (box) of the truck at one time (this does not apply to three man lifts for heavy furniture)
- Will ensure that there are only two people in a room at once (this does not apply to three-man lifts required for heavy furniture)

**Hygiene Practices:**

- Are equipped with Sanitiser, Gloves and PPE as required
- Are required to wear masks, unless performing strenuous activity (extremely heavy lifting or moving heavy items up/downstairs)
- Will wash hands (if available) or use instant hand sanitiser at regular intervals
- Will use disposable gloves to complete paperwork
- Will sanitise the truck cab and box after every move, ensuring the highest hygienic practices.

**AS OF THE 26<sup>TH</sup> OF DECEMBER 2021, ALL PST EMPLOYEES WORKING ON YOUR REMOVALS ARE REQUIRED TO BE FULLY VACCINATED. PROOF OF VACCINATION IS REQUIRED TO BE CARRIED BY ALL OF OUR EMPLOYEES AS A CONDITION OF THEIR EMPLOYMENT.**